

REQUEST FOR PROPOSALS

Minority Health Mini-Grants

June 1, 2009

Issued by:

Indiana State Department of Health
Office of Minority Health
OMH State Partnership Program (PROMiSE)

**Written applications must be submitted
No later than 3:00 PM Central Time
June 15, 2009**

Mail or deliver applications to:

Mistie Morales, MPA
Indiana State Department of Health
Office of Minority Health
2 North Meridian St, Section 3A
Indianapolis, IN 46204
Phone: (317) 234-6563
mmorales@isdh.in.gov

**Late or faxed proposals will NOT be accepted.
The State of Indiana reserves the right to reject any and all
proposals.**

PROMiSE Partner Community Empowerment Mini-Grant Program

I. Program Description

In an effort to increase partnerships within various racial and ethnic communities throughout Indiana, the Indiana State Department of Health, Office of Minority Health has funding opportunities available for the planning and implementation of events, workshops, forums and research reviews or reports that address the ability to build the capacity of local communities to provide culturally and linguistically appropriate resources and services for targeted minority youth populations and their caregivers to improve access to higher education and health careers and eliminate racial and ethnic disparities in health care and careers. A "community" in some senses may not even have a physical location, but be demarcated by being a group of people with a common interest. In this request for proposal, however, "local communities" is being defined by a physical geographic location-(statewide).

II. Award Amounts and Notifications

Reimbursable Grants will be made in the amounts of: \$500 to \$2500. Grantee notification will be sent via U.S. mail to those grantees that qualified and are awarded an OMH mini grant award on June 30, 2009.

III. Program Requirements

- A. The PROMiSE Partner Community Empowerment Mini-Grant Program grantee must complete proposed project by **Monday, August 31, 2009.**
- B. The PROMiSE Partner Community Empowerment Mini-Grant Program /events must target under-served communities (special consideration to minority communities) within the State of Indiana.
- C. At least two of the following topics/ issues must be addressed:
 - i. Student financial assistance, test prep training or seminar or by conducting a resource education training for higher education.
 - ii. Introducing Health Careers to young people (ages 12-17)
 - iii. Preparing parents/caregivers to help prepare their children for college
 - iv. Tutoring in Science or Math programs
 - v. Awareness of Minority Health and/or Health Disparities

- vi. Cultural Competency Trainings
- vii. Technical assistance and training programs

- D. The program/event must provide education, empowerment, resources or awareness on workforce diversity, cultural competency or higher education, and health careers.
- E. Event promotion coverage (television, radio, local networks, internet, flyers, etc.). Within your community should create awareness of your event and the chosen health issues listed in Item C.

IV. You are encouraged to include your Area Health Education Center (AHEC) (Northwest, Northeast, Central, Southwest), and any other community organizations or affiliates that fit the needs of this mini grant application.

V. Eligibility

Eligible applicants are limited to organizations within the State of Indiana (Special consideration given to those organizations serving minority or under-served populations in one or more of our PROMiSE serving regions; (Northwest Indiana, Northeast Indiana, Central Indiana, and Southwest Indiana).Community Health Centers, churches/faith based organizations, health and community specific programs, and local health departments are all encouraged to apply. (Not an exclusive list of eligible organizations).

THE INDIANA MINORITY HEALTH GRANT

Specific Information-All awards are subject to availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

IMPORTANT-Your program/event must be completed by August 31, 2009.

The grant recipient shall establish or provide programs, trainings, conferences, events, or round table discussions relating to youth and health careers. This may be accomplished through providing education, resources, financial assistance, training, cultural competency trainings, technical assistance, and policy review, research with report for possible consideration to the Indiana Legislature regarding both the actual and perceived barriers to health care for the under-served and uninsured residents of Indiana.

Reporting Requirements

1. Each grantee will be required to provide assurances to the Indiana Office of Minority Health.
2. Each grantee will be required to submit a Program Results/Outcome Report to OMH by September 18, 2009. Please describe the process for assessing the program/project effectiveness and include any data collected, questioners, pre/post test, survey results or project reports.
3. Each grantee will be required to submit any participant program/event attendance or sign- in forms/ sheets to the Office of Minority Health. DUE NO LATER THAN August 31, 2009.

Selection Criteria

All proposals must be 12 pt font, 1-1 ½ margins and either Arial or Times New Roman font. **NO PAGE LENGTH REQUIREMENT.**

1. Problem or Need Statement

Provide clear, concise statement of need/problem for why the applicant deems the creation of your organizations program is needed in the area you serve. Make sure to provide background information and area served demographics.

2. Program/Project Design and Implementation

Provide the applicant's organizational mission/vision statement, timeline and detailed program description. Also describe the management structure and staffing of your proposed project. Who will be the contact or lead project/program person for this grant?

3. Budget and Budget Narrative

Provide a proposed budget and budget narrative that are cost-effective, complete and allowable.